

CSAC Minutes

CSAC monthly meeting			
7.15.2014		9:10 A.M.	
		010 Student Union (Emerald Room)	
Meeting called by	Dawn Banker, CSAC Chair		
Type of meeting	Monthly		
Attendance	<p>Diana Atkins, Dawn Banker, Jennifer Cox, Cathy Dalton, Tom Fortner, Ryan Fullenkamp, Julie Greenup, Jamie Henne, Kurt Holden, Amanda Karper, Lori Luckner, Kym Sellers, Ife Shafeek, Tony Shreck, Elizabeth Styers, Kim Thomas, Earl Thompson, Chris Snyder (Guest), Marty Gantz (Guest).</p> <p>Excused absences: Jodi Blacklidge, Mina Lundy, Cynthia Riley, and Suzanne Semones</p> <p>Unexcused absences: Sue Bevan</p>		
Approval of the Minutes			
Discussion	Minutes from the June 17, 2014 CSAC Meeting were reviewed. No comments or corrections were voiced.		
Action Items	Motion to Approve		Motion Seconded
	Tom Fortner		Lori Luckner
	Unanimously Approved		
Managed Print Update			
Martin Gantz			
Discussion			
<p>Regarding the transition to Xerox, things are at a standstill due to an accounting issue. The adjusted timeline suggests that University Hall, Rike Hall, and Ailyn Hall will start the implementation of equipment by the end of August. The plan is to host a webinar to present the plan for each department, comments will be taken afterwards. The Manage Print website will be used to submit complaints/issues. Expect a letter from Dr. Polatajko next week (As of 8/18/2014, no letter has been sent/received).</p> <p>If a printer will be removed as part of the implementation plan and the employee would like to keep it, there will be an "exception" process. These exceptions will be granted on a case-by-case basis.</p> <p>Repairs and supplies will be handled through CaTS help desk and they will forward the request to Xerox. Toner will be automatically shipped from Xerox based on information sent from a sensor in each machine.</p> <p>No determination has been made on how to handle "special prints" (letterhead, labels, etc.). Xerox and Department Management will have to discuss and find solutions. LaserJet printers are also still being discussed. Desktop inkjet can be kept but ink must be purchased out-of-pocket (not university funds). This will not be enforced until after implementation.</p> <p>Copiers will be replaced with an equivalent Xerox product. Woodhull will come to uninstall their equipment and pick up will be in 3 batches.</p>			
Staff Development Day Update			
Dawn Banker and Amanda Karper			
Discussion			
<p>Sessions and menus for breakfast and lunch have been finalized. A host for the Jeopardy session is still being decided. Look for a Volunteer Sign-up sheet in your email.</p>			
Action Items	Motion to Approve		Motion Seconded
Request was made to donate a throw for one of the door prizes	Cathy Dalton		Diana Atkins
	Unanimously Approved		
By Laws and Handbook			
Lori Luckner			
Discussion			
Emily Hamman in Human Resources has not replied to email requests for what changes have already been made.			

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Compensation	
Dawn Banker and Elizabeth Styers	
Discussion	
<p>A meeting was held with Shari Mickey-Boggs and Dr. Berberich to discuss the new wage structure and reclassification. In this meeting, CSAC was informed that the job reclassifications are not promotions or demotions they are just a new way of looking the job. It was also clarified that the Compensation Task Force was not in negotiations and CSAC representative on this committee were only making recommendations. CSAC/Compensation Task Force does not endorse the reclassification being implemented in addition to the market adjustments. A FAQ is being developed by Emily Hamman in HR to address the confusion about the reclassification, revised job descriptions, etc.</p> <p>If an employee feels that they were not appropriately classified, he/she can request and submit a job audit form. During a job audit process, employees complete a template detailing their job duties and responsibilities. This has been known to be a very lengthy process lasting four to six months on average.</p>	
H-Drive and Outlook Calendar	
Kym Sellers	
Discussion	
<p>A sign-up sheet was passed around for anyone wishing to be added to the H-drive which will house shared documents from CSAC's various committees. Opportunity was also provided for committee members to obtain access to the CSAC calendar on Outlook.</p>	
Hazel Roundtree - Ombudsperson	
Dawn Banker	
Discussion	
<p>Dawn met with Hazel and discussed her role and how and when to contact her. Hazel will not hold hearings. Outside of your immediate department, Hazel must be your first contact and she will decide which department will best address your situation and she will follow up.</p> <p>A bullying policy is being developed and should be implemented soon. A policy regarding bullying for students is also in the works.</p> <p>Supervisor training is also being addressed.</p>	
Adjusting Terms	
Dawn Banker	
Discussion	
<p>With several committee members either stepping down or being reclassified to an Unclassified position, this problem may have fixed itself. We will address the issue again in January/February.</p>	
Social Events	
Julie Greenup	
Discussion	
<p>Twenty two people attended the last social event at T.J. Chump's. These were different people from the usual attendees. Comments were made to give more advance notice for the next event and maybe offer other food items besides just pizza. Julie Greenup and Lori Luckner will work on planning the next event sometime in October. We hope to hold these events once every 3 months.</p>	
Guests	
Dawn Banker	
Discussion	
<p>Hazel Rountree will be at the September CSAC meeting</p> <p>Dr. Hopkins is scheduled for the December meeting at which we will also hold a holiday carry in.</p> <p>Dr. Berberich and Shari Mickey-Boggs will be invited closer to the end of the fiscal year.</p> <p>Other Suggestions of guests include Dr. Narayanan and Peggy Bloom.</p>	
Hot Topics	
Discussion	

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Wages and Compensation Committee - recruiting all CSAC and Classified Staff to help pool data and compare against 14 IUC schools and other area universities who are direct competition for employees to benchmark. Be aware that HR will now be looking at your entire compensation package (insurance, fee remission, and other benefits in addition to pay). Fee Remission is a debatable benefit as many employees are not given permission by their supervisors to take courses.

Dr. Berberich informed Staff Council that OD&L has been disbanded. HR will take over coordinating these development courses. Shari Mickey-Boggs will be developing the staff opportunities while Dr. Berberich will develop the opportunities for the Faculty. Discussion is still be held to work with those employees that were in the middle of a certification series.

Healthcare Focus Group - Amanda Karper and Diana Atkins will be the CSAC representative for this committee.

Please submit your top 5 issues you feel need to be focused on over the next year to Dawn.

Items for the next Staff Memo

1. Compensation/Retro-Pay
2. Fall Fest
3. Social Event
4. Staff Development Day

Adjournment

Motion to Adjourn	Motion to Approve	Motion Seconded
	Diana Atkins	Tony Shreck
	Unanimously Approved	
Minutes respectfully submitted by:	Amanda Karper	